
SIGN PERMIT PROCESS

What is a sign permit used for?

A sign permit is required for placement of any sign in Town, with the exception of certain sign types listed below. An approved permit allows the property owner to erect a new sign, or enlarge, relocate, change or modify an existing sign.

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How do I apply for a permit?

- ⇒ Complete and submit an “Application for Sign Permit” form.
- ⇒ Provide a sketch of the proposed sign(s) showing the dimensions, face, location on the building lot, and the method of anchoring. If the sign is freestanding, indicate the height and setback from the property line.

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How long does the Sign Permit Process take?

The sign application will be reviewed by the Planning and Engineering Department within 2 days. The applicant will be notified as to whether the sign permit was approved or not. If approved, the fee must be paid by the applicant at the Finance Department.

How much does a sign permit cost?

\$ The application fee is \$15 for an attached sign and \$20 for a free standing sign. If more than one sign is on an application, only one fee will be required.

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Are all signs required to go through the sign permit process?

The following signs do not require permits:

- ◇ Signs with an area of a square foot or less.
- ◇ Signs which are placed on the inside of a window.
- ◇ Signs of a governmental body such as traffic, warning, directional, or regulatory signs which are directly related to the health, safety, convenience or welfare of the community.
- ◇ Memorial signs.
- ◇ Signs displayed for the direction or convenience of the public, including signs which identify rest rooms, public phones, public entrances, freight entrances and other similar signs. These cannot exceed 3 square feet or bear any advertising.
- ◇ Signs relating to projects under construction provided such signs do not exceed 32 square feet in area.
- ◇ Yard sale signs posted on private property.
- ◇ Gasoline price signs, provided the total area of all signs is 12 square feet or less.

- ◇ Signs displayed during the month of December for the purpose of selling Christmas trees and other holiday vegetation and accessory items.
- ◇ Political signs. All political signs shall be removed within 7 days after election.
- ◇ Flags of a state or nation flown for noncommercial purposes.
- ◇ Real Estate Signs which are less than 5 square feet in area and 3 feet in height. Larger real estate signs shall be considered temporary signs. All such signs must be removed fourteen days after property is sold.
- ◇ Street address signs
- ◇ Signs displayed on any vehicle while in use in the normal conduct of business.
- ◇ Public service sign. If less than 20 square feet and displayed no more than 30 days. Larger Public Service signs shall be considered temporary signs.
- ◇ Menu/Daily special signs.
- ◇ Street graphics.
- ◇ Signs that are not legible from the public right-of-way.

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What are the regulations for temporary signs?

These signs can be displayed for seasonal and brief activities. A maximum of 2 temporary signs can be displayed at any one time. The following regulations apply to temporary signs:

- ⇒ Must be less than 32 square feet.*
- ⇒ Sign must be attached on to the structure or to a permanent sign.*
- ⇒ They may not be displayed for more than 14 consecutive days.*
- ⇒ They may not be displayed more than 5 times per calendar year.*

Anyone wishing to display a temporary sign should contact the Planning and Engineering Department prior to displaying the sign.

Temporary signs may also be displayed for two weeks starting the week before the start of classes for the fall semester term of Virginia Tech and also from Friday noon to Monday noon on Virginia Tech's homecoming weekend.

These times will not contribute to the maximum allowable five times per year.

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What kinds of signs are prohibited in the Town?

- ◇ *A sign which contains the word "stop" or "danger", or imitates an official highway sign.*

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- ◇ *flashing or revolving lights.*
 - ◇ *any sign attached to a utility pole or other public property.*
 - ◇ *signs advertising illegal products or activities.*
 - ◇ *signs which obstruct visibility of intersections*
 - ◇ *signs which obstruct building exits.*
 - ◇ *signs within the public right of way, except banners and location signs which may e allowed with prior approval.*
 - ◇ *signs which violate state or federal laws regarding advertising.*
 - ◇ *signs with moving components.*
 - ◇ *pennants or streamers, unless provided in conjunction with a temporary sign.*
 - ◇ *large floating or stationary balloons.*
 - ◇ *signs attached to inoperable vehicles.*
 - ◇ *A-frames of portable roadside signs*
 - ◇ *strip lights or strip lighting.*

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For more information contact:

***Town of Blacksburg
Planning and Engineering
300 South Main Street
Post Office Box 90003
Blacksburg, VA 24062-9003
phone: (540) 961-1114
e-mail: town.plan.eng@bev.net***

Sign Permit Process

Land Development Brochure